



UNITED STATES BANKRUPTCY COURT EASTERN DISTRICT OF TEXAS

200 E. Ferguson - 2nd Floor - Tyler, Texas 75702 - Tel. 903-590-1212x212 - FAX 903-590-1230

Carol_Thompson@txeb.uscourts.gov

POSITION VACANCY ANNOUNCEMENT

Position: Intake/Case Administrator - **Plano, Texas**

Temporary (a year and a day)

Applications must be received by January 31, 2003

Minimum Beginning Salary \$ 31,512

Classification Level (CL) 25

Job Posting 2003-2

The Clerk of the United States Bankruptcy Court is seeking applications for the position of **INTAKE/CASE ADMINISTRATOR** in the court's **Plano, Texas** office. This is a temporary (a year and a day) position with full federal benefits and the likelihood of extension.

REPRESENTATIVE DUTIES: The Intake/Case Administrator receives and processes new bankruptcy petitions and all other documents filed at the public counter. The incumbent manages the progression of bankruptcy cases and related adversary proceedings from opening to final disposition by maintaining the official case records, monitoring the completion of the required procedural steps and performing the necessary noticing, administrative and clerical tasks as assigned. The incumbent will be involved in the court's transition to the new Case Management/Electronic Case Filing (CM/ECF) program. The position requires high volume clerical work and is not a management or supervisory position.

QUALIFICATIONS: Applicants must be able to meet the public and work in a fast-paced, multi-faceted organization that requires flexibility as well as outstanding organizational, interpersonal and customer service skills. The incumbent should possess strong computer skills. To qualify for the position of case administrator, a person must be a high school graduate or equivalent and have the following experience:

GENERAL EXP.: Responsible clerical or administrative experience providing a knowledge of office clerical practices (filing, telephone, typing/computer skills, record-keeping, sorting and distributing mail.)

SPECIALIZED EXP.: Two years specialized experience, including at least one year equivalent to work at CL-24. Progressively responsible clerical experience requiring the regular and recurring application of clerical procedures involving the routine use of keyboard skills and use of specialized terminology, and demonstrated ability to apply a body of rules, regulations, directives or laws. Such experience is commonly found in law firms, legal counsel offices, banking and credit firms, educational institutions, social service organizations, insurance companies, real estate and title offices, and corporate headquarters or personnel/payroll operations.

EDUCATIONAL SUBSTITUTIONS: Education above the high school level may be substituted for required general experience on the basis of one academic year (30 semester or 45 quarter hours) equals nine months of experience.

PROCEDURE: Submit an **Application for Judicial Branch Federal Employment (AO-78)** to Carol Thompson, Personnel, U. S. Bankruptcy Court, 200 E. Ferguson, Tyler, Texas 75702 (903-590-1212 # 212.) See the court's web site at www.txeb.uscourts.gov for federal application and procedure.

RESTRICTIONS: The court will not pay for any location or interview expenses. The position is subject to mandatory direct deposit and background investigation. **Only those applicants selected for interview will receive a phone call or other communication from the court.** Equal Opportunity Employer.